



**JOB TITLE: DEVELOPMENT MANAGER FOR INDIVIDUAL GIVING**  
**LOCATION: SAN FRANCISCO**  
**REPORTS TO: CHIEF DEVELOPMENT OFFICER**  
**FLSA STATUS: EXEMPT**

### **About NatureBridge**

Founded in 1971, NatureBridge provides environmental science programs for students in the world's best classrooms—our national parks. Our mission is to connect young people to the science and wonder of the natural world, igniting self-discovery and inspiring stewardship of the planet. As the largest residential education partner of the National Park Service, NatureBridge serves more than 30,000 students and their teachers each year and offers programs in six national parks: Yosemite National Park, Golden Gate National Recreation Area, Olympic National Park, Santa Monica Mountains National Recreation Area, Channel Islands National Park, and Prince William Forest Park. In order to further our mission, NatureBridge is committed to supporting diversity, equity, and inclusion and to promoting equal opportunity for students and staff in the field of environmental education. For more information, visit: [naturebridge.org](http://naturebridge.org)

### **Summary**

Based in San Francisco, the Northern California Development Manager works closely with Regional Directors at Yosemite and the Golden Gate National Recreation Area, two regional boards, and national development team to generate contributed revenue through individual and major donors.

The position's primary goals are to drive engagement and relationship building with major donors in order to expand the major gifts program and increase funding opportunities for individuals in Northern California. As part of a 13-person national development team, this position reports directly to the Chief Development Officer while working closely with Regional Directors and regional boards at Yosemite and Golden Gate.

### **Primary Duties and Responsibilities**

Manage individual giving and major gifts programs in partnership with Regional Directors in Golden Gate and Yosemite:

- Drive all aspects of the gift cycle in Northern California: (1) initiating contact with potential donors; (2) developing appropriate cultivation strategies; (3) moving potential donors toward solicitation and closure; (4) making solicitations when appropriate; and (5) stewarding donors between gifts.
- Develop and implement strategies to support regional board members in donor engagement and stewardship.
- Identify new donors and prospects.
- Develop and implement donor cultivation events, campus visits, and meetings.
- Collaborate with education, operations, sales, and marketing staff to promote an organizational spirit of philanthropy.
- Develop donor-related collateral, emails, and social media in collaboration with national communication staff.
- Meet personally with donors to build and maintain relationships.

## Donor Engagement

- Maintain and grow individual donor/ prospect portfolio (30 to 100 individuals).
- Drive activity through the Regional Directors using moves management process.
- Join the Regional Director in meetings with prospects.
- Make stewardship visits.

## Additional Responsibilities

- Ensure database records, files, reports, and resource materials pertinent to major donor relations' activities (currently Raiser's Edge, transitioning to Salesforce).
- Partner with the Chief Development Officer, Development Managers in Southern California and the Pacific Northwest to identify best practices to improve efficiency and effectiveness in individual giving across NatureBridge.
- Participate in national development team strategy and planning efforts, including donor recognition and stewardship programs.
- Prepare and track annual budget and goals.
- Contribute to board reports and represent development team at regional board meetings.
- Create and maintain systems that promote good working relationships with program and grant staff to ensure clear and timely communication for donor submissions and reporting requirements.
- Prepare monthly, quarterly, and annual reports (internal and external) as required by funders, at the request of NatureBridge leadership, or in alignment with NatureBridge's development reporting systems of moves management and revenue-to-goal (twice a month).

## Experience, Competencies, and Education

### Qualifications include:

- Bachelor's degree from a four-year college or university; 6 years related experience or training; or equivalent combination of education and experience.
- Commitment to NatureBridge's mission.
- Deep understanding of relationship-based fundraising strategies and prior experience working with major donors in a fast-paced environment.
- Excellent oral, written, and organization skills; keen attention to detail; analytic and problem-solving skills.
- Ability to identify and understand the various donor constituency groups' needs and interests.
- Experience completing extensive and detailed donor prospect research and evaluation.
- Proficiency in planning and implementing donor cultivation and fundraising events.
- Proven track record of developing excellent working relationships in dynamic, fast-paced work environments.
- Experience with a comprehensive donor database (Raiser's Edge and Salesforce preferred).
- Knowledge of Northern California donor base (preferred).
- Demonstrated high level of competency with Microsoft Office Suite and Google Docs.

## Supervisory Responsibilities

None.

## **Budget Managed**

None.

## **More About NatureBridge**

As the largest residential education partner of the National Park Service, NatureBridge's accomplishments include:

- Serving more than 30,000 students each year and one million in our history.
- A 46-year partnership with the National Park Service.
- Program offerings in six national parks: Yosemite National Park, Golden Gate National Recreation Area, Olympic National Park, Santa Monica Mountains National Recreation Area, Channel Islands National Park, and Prince William Forest Park.
- A commitment to supporting diversity, equity, and inclusion. Our diverse student body includes 52% students of color; 39% of our schools receive need-based scholarship support.

Recent evidence of NatureBridge's ability to broaden support for its mission while building the larger field of environmental education includes:

- Launch of a major \$59 million capital campaign to enable the construction and opening of the National Environmental Science Center in Yosemite National Park;
- Creation of ChangeScale, a collaborative comprised of Bay Area practitioners, academics, and funders to support and advance the cohesiveness, effectiveness, and prominence of the environmental education field;
- Partnership with the Stanford Graduate School of Education to investigate NatureBridge's core environmental science education program outcomes, practices, and evaluation;
- A 2016 visit by President Barack Obama and First Lady Michelle Obama with NatureBridge students on their visit to Yosemite National Park; and,
- A national partnership with the S.D. Bechtel, Jr. Foundation to advance social emotional learning and lead the field of residential environmental learning nationally.

For more information, visit: [naturebridge.org](http://naturebridge.org).

## **Compensation**

NatureBridge offers a competitive salary commensurate with experience and a comprehensive benefits package, medical and dental benefits, paid vacation and sick leave, office outings and team building retreats and activities, ongoing training and growth opportunities, and a 403B retirement account.

## **Application Process**

Recruiting and retaining a diverse workforce is a high priority. We strive to diversify our workforce and seek applications by individuals from all backgrounds.

Interested individuals should submit the following to: [developmentmanager@naturebridge.org](mailto:developmentmanager@naturebridge.org)

1. A letter of interest (1-2 pages) that shares the applicant's commitment to NatureBridge's mission and major accomplishments and skills.
2. A resume.

No calls, faxes, or printed materials please. No agencies please. Applications will be reviewed on a rolling basis. Position is open until filled. Looking for immediate hire, contingent on successful background check and fingerprinting.